



# **Town of Hopkinton, NH**

## **Office of the Select Board**

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### **CAPITAL IMPROVEMENTS PROGRAM (CIP) COMMITTEE PUBLIC MEETING MINUTES WEDNESDAY, SEPTEMBER 2, 2015**

Committee Chair Chris Hodgdon called the Capital Improvements Program (CIP) Committee meeting to order at 6:01 p.m. on Wednesday, September 2, 2015, in the large meeting room in the Town Hall.

**Members Present:** Chris Hodgdon, Don Houston, Ed Kerr, Amy Carrier O'Brien

**Staff Present:** Neal Cass (Town Administrator)

On a motion by Don Houston, seconded by Amy O'Brien, the minutes of July 30, 2015 were approved with Hodgdon, Houston, and O'Brien voting in favor, none opposed, and Kerr abstaining. (3-0-1)

The Committee reviewed the existing Capital Reserve Funds (CRF) and Maintenance Trust Funds discussing their purpose and estimated balance available for 2016.

It was determined that revenue into the town from different sources is not likely to change drastically, so a large amount of time will not be spent on them.

Creating a priority system for all of the requests was discussed. The Committee review the Office of Energy and Planning system and decided listen to department presentations prior to determining a system to use,

Chris reminded the group that the final report has to include references to the Master Plan.

The Committee will meet with department heads asking them to articulate and explain their proposals with the goal of the Committee being able to help the department heads move forward. They will be asked to help the Committee make a well informed decision so that it may help legitimize their requests.

Meetings will be held on Monday, September 14, Thursday, September 24, and Thursday, October 1. Presentation will include:

1. Overview of what they do and how they conduct planning.
2. Specifics of each proposal submitted.

To prepare for the next meeting, Committee members will review the proposals submitted and send specific questions for the Department Heads to the Town Administrator.

The Select Board will be reminded that the Planning Board member of this committee has resigned and needs to be replaced.

**ADJOURNMENT**

There being no further business, on a motion by Ed Kerr, seconded by Don Houston and being approved unanimously, the meeting adjourned at 7:10 p.m.

Respectfully submitted,  
Neal Cass, Town Administrator